



**ORDINANCE # 2012-xx-xx**

**AN ORDINANCE ADOPTING A UNIFORM HOUSE NUMBERING AND STREET IDENTIFICATION SYSTEM.**

**WHEREAS** platted properties in the City of Banks have addresses which are based on two different numbering systems; and

**WHEREAS** duplicate and inconsistent addresses create confusion, which is potentially life threatening; and

**WHEREAS** confusion regarding local street addresses, especially for emergency response purposes should be minimized; and

**WHEREAS** adoption of a uniform addressing system should conform with the County addressing system; and

**WHEREAS** the City of Banks recognizes the need to adopt a uniform house numbering and street identification system within the corporate limits of the City.

**NOW, THEREFORE, THE CITY OF BANKS ORDAINS AS FOLLOWS:**

THE BANKS MUNICIPAL CODE, TITLE XV: LAND USAGE IS AMENDED TO READ AS FOLLOWS:

**CHAPTER 154: UNIFORM HOUSE NUMBERING AND STREET IDENTIFICATION SYSTEM**

**SECTION 154.01 Purpose**

The purpose of this Chapter is to adopt a uniform system for assigning addresses and approving street names consistent with the “Washington County Uniform House Numbering and Street Identification Regulations.”

**SECTION 154.02 Methodology**

The methodology used to assign address numbers and approve street names is shown in the following Sections 154.03 – 154.07. Each developed and platted parcel (residential, commercial and industrial) will have an address assigned to the primary building. No address will be assigned to an accessory structure, or vacant parcel, or adjoining parcels that are part of the same development. If more than one single family detached dwelling is permanently constructed on a single parcel, each dwelling shall be assigned a separate address.

(A) Residential buildings developed with attached duplex, triplex, or fourplex dwellings for rent or lease will be assigned one building address for each individual dwelling, which will be designated A, B, C, or D according to the housing type; except that residential buildings developed with attached duplex, triplex, or fourplex dwellings held “in condominium” will be assigned one address per building for each individual dwelling, which will also be designated Unit 100, 101, 102, etc. (first floor) or Unit 200, 201, 202, etc. (second floor).

(B) Residential buildings developed with more than four attached dwellings for rent or lease will be assigned one address per building for each individual dwelling, which will also be designated Apartment 100, 101, 102, etc. (first floor) or Apartment 200, 201, 202, etc. (second floor), except that residential buildings developed with more than four attached dwellings held “in condominium” will be assigned one address per building for each individual dwelling, which will also be designated Unit 100, 101, 102, etc. (first floor) or Unit 200, 201, 202, etc. (second floor).

(C) Commercial/industrial buildings developed with more than one tenant per building for rent or lease will be assigned one address per building for each tenant, which will also be designated Suite 100, 101, 102, etc. (first floor) or Suite 200, 201, 202, etc. (second floor), except that commercial/industrial buildings developed with more than one separately owned unit “in condominium” will be assigned one address per building for each individual separate unit, which will also be designated Unit 100, 101, 102, etc. (first floor) or Unit 200, 201, 202, etc. (second floor).

**SECTION 154.03 Adoption of Uniform Addressing System**

(A) The Washington County House Numbering and Street Identification System is extended to cover the City of Banks.

(1) The address numbering system shall be based on:

- (a) Two thousand numbers to the mile; and
- (b) The numbers to be an extension of and consistent with, the Washington County five-digit numbering grid system; and
- (c) Five-digit even numbers on the east and south sides of a street (easterly or southerly side of diagonal or meandering streets); and five-digit odd numbers on the west and north sides of a street (westerly or northerly side of diagonal or meandering streets); and
- (d) Base line to be the County designated division between the northwest and southwest sections (all five-digit addresses in Banks are in the northwest quadrant.).

(2) The street identification system is based on:

- (a) North/south streets are named as an extension of the present (upon adoption of this Chapter) City of Banks or Washington County named north/south streets, whichever the case or when practicable and in conformance with Section 154.06 street name standards;

(b) East/west streets are named as an extension of the present (upon adoption of this Chapter) City of Banks or Washington County named east/west streets, whichever the case or when practicable and in conformance with Section 154.06 street name standards.

(B) The adoption of the Uniform House Numbering and Street Identification System will be universal over the incorporated areas within the City of Banks. Address signs shall be provided on the front of the building to be plainly visible and legible from the street fronting the property, and according to the addressing requirements described as follows:

(1) Single Family, Duplex, Triplex and Fourplex Dwellings

Address numbers shall be a minimum 6" height, 1" stroke, and 80" above grade and be visible from the curbside fronting the door.

(2) Apartment Dwellings

A site map shall be provided at all vehicle entrances to the complex. The address of the complex and each building shall be noted on this map. Apartment buildings shall be identified as indicted for flag lots and commercial/industrial buildings, with markings visible from avenues of vehicular approach. Individual apartment units shall be identified with the apartment number. When these markings are not visible from the street, additional signage identifying apartment locations is required.

(3) Commercial/Industrial Buildings

Address numbers shall be a minimum of 6" height and 1" stroke and placed on the portion of the building closest to the fronting street at a height not to be blocked by view from the street (minimum 80" above grade).

(4) Construction Sites

Address signs shall be provided at each entrance to the site. If there are multiple buildings being constructed, than a temporary site map showing the location and address of each building shall also be provided.

(5) Flag Lots

When a building or dwelling is not visible from the street, a legible address sign shall be posted at the entrance leading to the property as well as on the building or residence.

(6) Fire Department Connections (FDC)

FDC's shall be identified with a permanent all-weather sign indicating the addresses the connection serves.

(C) Notwithstanding any other provision, upon written request and justification by the City of Banks, the County Surveyor may approve the addressing by the City on the City's addressing grid, within unincorporated areas of Washington County that are located within the City's Urban Growth Boundary.

**SECTION 154.04 New Streets.**

(A) All new streets, including private streets, created by a subdivision or partitioning process will be designated and approved by the City of Banks in accordance with the standards of this Title and shall become effective on recording of a final plat.

(B) Any new street not created by a subdivision or major partition and created by a public dedication may be named by the deed of dedication, and will become effective upon recording of the deed of dedication and in accordance with Section 154.05 and other relevant standards of this Chapter.

(C) All streets named will conform to the standards as specified in Section 154.06 of this Chapter.

(D) Privately owned streets, not designated as right of way, are subject to the same street name standards as are public streets. All private street signs will be provided at the owner(s) expense and addresses will be assigned by the City as delineated in Section 154.03 et. seq.

**SECTION 154.05 Street Naming Process**

(A) Action to name a new street, other than streets identified under Section 154.04, or rename an existing public street in the City of Banks may be initiated by the City Council:

(1) On its own action; or

(2) If a person files a petition as described in this section accompanied by a fee reasonably related to the costs of the process as required by Resolution of the City Council, and if the petition is accepted by the City Council.

(B) Petition for naming or renaming a public street will include the following:

(1) A statement of the reason(s) for the proposed street name or street name change;

(2) The names and addresses of all persons owning any real property currently addressed from, or having the potential of being addressed from, the street proposed to be named or renamed;

(3) Signatures of seventy percent of the owners of land currently addressed from, or having the potential of being addressed from, the subject street;

(4) If one hundred percent of the persons identified in paragraph 2 of this subsection sign the petition, the notice and public hearing provided for in subsection C below may be waived by the City Council.

(5) For the purposes of this section, “owner” is defined as the record holder of legal title to the land, except that, if there is a purchaser of the land according to a recorded land sale contract, the purchaser is the owner. If there are multiple owners, all owners must sign the petition. In the case of multiple owners, for petition purposes, they will be considered as one owner.

(C) Notice and Hearing.

(1) When a proceeding has been initiated under this Section, the City Council will establish a date, time, and place certain for a hearing to consider whether the proposed street name change is in the public interest.

(2) At least ten days prior to the date of hearing, notice of the proposed name or name change will be provided as follows:

(a) Notice by first-class mail to the property owners currently addressed from or having the potential of being addressed from, the subject street;

(b) All occupants at the situs addresses on the subject street;

(c) Affected service agencies as identified under Section 154.05 (C)(5) below, and:

(d) Notice by publication in a newspaper of general circulation designated by the City Council in the area of the City of Banks.

(3) During or before a hearing under this section, any person may file information with the City Recorder that alleges any new matter relevant to the proceedings or controverts any matter presented to the City Council.

(4) After the hearing has been closed, the City Council shall determine whether the name or name change would conform with the street naming standards or otherwise serve the public interest, and adopt a Resolution granting or denying the request.

(5) The City Council shall cause the Resolution to be recorded by the City Recorder, who shall cause copies of the Resolution to be filed with the Washington County Department of Assessment and Taxation, County Surveyor, Banks Post Office, Washington County Communications Systems Office, County Sheriffs Department, Banks Fire District #13, Banks School District #13, Washington County Cooperative Library System, Washington County Elections Office, Washington County Clean Water Services Special Service District, PGE, NW Natural, Comcast Communications, Frontier

Communications and other public service/utility agencies, and assigns.

**SECTION 154.06. Street Name Standards**

(A) In addition to complying with the requirements of Section 154.03, all streets named or renamed will comply with the following criteria:

(1) Collector streets, local roads and highways (arterials) shall maintain a common name or number for the entire alignment inside the corporate limits of Banks.

(2) Whenever practicable, historical family names will be utilized or retained and be subject to the considerations as outlined in Section 154.07 below.

(3) Hyphenated, multiple words, or other exceptionally long names will be avoided.

(4) No street will be given a name that is the same as, similar to, or pronounced the same as, any other street within the jurisdiction of the City of Banks unless that street is an extension of an already-named street (Section 154.06 (A) (1) refers and prevails).

(5) Consideration will be given to the continuation of the name of a street in another jurisdiction when it is extended into the City of Banks.

(6) Names that are difficult to pronounce or spell will be avoided.

(7) Abbreviated street names will not be allowed.

(8) Priority shall be given to names listed in the Street Name Pool as described in Section 154.07 below.

(9) All proposed street names will be reviewed, prior to use, by the City staff to determine whether the proposed street names comply with the standards and classifications set forth in this Chapter (Section 154.06 refers and prevails).

(B) The following classifications (suffixes) will be utilized in the assignment of new street names:

(1) Boulevard: major north/south street providing through traffic movement across the community;

(2) Road: major east/west street providing through traffic movement across the community;

(3) Avenue: continuous, north/south thoroughfare or extension thereof;

(4) Street: continuous east/west thoroughfare or extension thereof, except for NW Main Street, which will retain the “Street” suffix because of its recognized prominence and identity;

(5) Lane: short east/west street under one thousand feet in length;

(6) Terrace: short north/south street under one thousand feet in length;

(7) Drive: curvilinear thoroughfare (less than one hundred eighty degrees) at least one thousand feet in length;

(8) Court: east/west cul-de-sac;

(9) Place: north/south cul-de-sac;

(10) Way: loop street (exceeding one hundred eighty degrees);

(11) Parkway: a broad landscaped thoroughfare.

(C) The City Council may grant an exception to the street name standards specified under Section 154.06 (A) and (B) above on a case-by-case basis and subject to the hearing provisions of Section 154.05.

**SECTION 154.07. Street Name Pool.**

(A) Whenever practicable, historical family names will be considered in the naming or renaming of public or private streets. Factors to be considered will include, but are not limited to the following:

(1) Original holders of donation land claims in the City of Banks or Washington County;

(2) Early homesteaders or settlers of the City of Banks or Washington County;

(3) Heirs of original settlers or long-time (minimum seventy-five years) residents of the City of Banks or Washington County;

(4) Explorers of, or having to do with, the City of Banks or Washington County;

(5) Native American tribes of the City of Banks or Washington County;

(6) Early leaders and pioneers of eminence of the City of Banks or Washington County.

(B) The City Council shall adopt a “Street Name Pool” by Resolution, and the City staff shall maintain the Street Name Pool containing an acceptable list of street names based on the historical factors shown above. Names listed in the Street Name

Pool shall be given priority for assigning names to new streets or the renaming of streets.

**SECTION 154.08. Existing Three-Digit Address Conversions.**

In order to be consistent with, and effectively implement, the uniform house numbering and street identification system, all existing three-digit addresses in Banks will be converted to five-digit addresses according to the requirements of Section 154.03 and assigned the “Northwest (NW)” prefix designation.

**SECTION 154.09. Repeal.**

Any prior Ordinance, Resolution, or other City regulations inconsistent with the provisions of this Chapter, will no longer be applicable to future actions of the City, but nothing herein shall invalidate or modify any existing street name without further action as provided in this Chapter.

**SECTION 154.10. Severability.**

The provisions of this Chapter are severable. If any portion of this Chapter is determined by a court of competent jurisdiction to be invalid, all remaining portions shall not be affected thereby and shall remain in full force and effect.

**CHAPTER 150: GENERAL PROVISIONS**

**SECTION 150.44 Specific Definition**

The following words and phrases used in this Chapter have the meanings given to them in this section and including all requirements of Section 150.49.

**SIGN TYPE:** The following definitions are applicable.

(17) **Address Sign.** A sign placed on the front of the building to be plainly visible and legible from the street fronting the property according to the addressing requirements specified in Chapter 154, Section 154.03 (B) (1) – (6).

**SECTION 150.48 Permit Exceptions**

The following signs or procedures shall not require a sign permit:

(F) Address sign as defined in Section 150.44 (17).

Brought before Banks City Council \_\_\_\_\_.

Passed by Banks City Council and effective as of \_\_\_\_\_.

This Ordinance becomes effective on September 1, 2012.

\_\_\_\_\_  
Mayor John Kinsky

Attest:

\_\_\_\_\_  
City Recorder: Jolynn Becker

Summary of Votes:

Brian Biehl	Yes/No
Pete Edison	Yes/No
Mark Gregg	Yes/No
Craig Stewart	Yes/No
Christy Greagor	Yes/No
Rob Fowler	Yes/No